**Material Selection and Collection Development Policy**

I Introduction

* + 1. Legal Authority

The Oskaloosa Library is organized under the laws of Kansas and is authorized under K.S.A. 12-1219 *et. Seq.*

*… to acquire by purchase, gift or exchange, books, magazines, papers, printed materials, dvds cds, and other material and equipment deemed necessary by the board for the maintenance and extension of modern library services;…*

The Oskaloosa Library will follow the laws of the State of Kansas in implementing this Materials Selection and Collection Development Policy.

* + 1. Mission Statement

The Mission of the Oskaloosa Library, a tax-supported community resource, is to provide informational, educational, and recreational services, materials and programs to users of all ages. –See Section I – introduction.

* + 1. Roles of the Library

The Library Collection is, to a large degree, determined by the major roles that the Library has adopted. Currently, the Library Board of Trustees, the Library Director and Staff define the major roles as follows:

* + - 1. Reference and information center for the service area.
			2. Children’s door to reading for pleasure and life-long learning.
			3. Popular and recreational materials for persons of all ages.
			4. Complement needed resources for area student population.
			5. Service center for older citizens.
		1. The Library Collection Objectives

The Oskaloosa Library selects, makes available, and promotes the use of library materials, whatever the format, which:

* + - 1. Reflect the mission and roles of the library.
			2. Meet the information needs of the community.
			3. Meet the recreational needs of the community.
			4. Supplement formal and informal study.
			5. Reflect a variety of opinions (minority and majority) on a subject.
			6. Support economic, cultural, recreational, and civic activities in the community.
			7. Stimulate understanding and growth.
			8. Enhance job-related knowledge and skills.
			9. Increase knowledge of and participation in the affairs of the community, the state, the country, and the world.
		1. Responsibility for Selection

The responsibility for the materials selection policy lies with the board of trustees of the Oskaloosa Library. The Board delegates to the Library Director and other staff members designated by the Director the responsibility of selection of materials and development of the collection.

II Criteria and Review Sources

1. General Selection Criteria

Fifty percent of the following criteria must be met if an item is to be included in the collection. The criteria are not intended to exclude consideration of standards appropriate to particular formats of materials. While a single standard cannot be applied to each work, the following general criteria are used in selecting materials for purchase by the Oskaloosa Library:

* 1. Examination of the existing materials in the collection on the same subject.
	2. Reputation of the author, artist, publisher or producer.
	3. Suitability of subject, style, and reading level for the intended audience.
	4. Current appeal and popular demand
	5. Present and potential relevance to the community needs.
	6. Availability or scarcity of materials on the subject.
	7. Value of material in relation to durability.

FICTION- In addition to the General Selection Criteria above, four of the seven following criteria must be met for fiction to be added to the collection:

1. Plausible plot and good plot development
2. Effective characterization
3. Imaginative writing and originality
4. Literary merit
5. Accurate description of the particular era or country in which it is set
6. Ability to sustain reader’s interest
7. Significant contribution in a new or special way if new edition

CHILDREN’S MATERIALS- The following criteria, when applicable, should be considered when selecting materials for the children’s collection:

1. Appropriate materials to meet the needs and interests of children from infancy to sixth grade
2. Materials of interest to adults concerned with these age groups
3. Variety in points of view to enable children to better understand their world
4. Materials that reflect cultural diversity
5. Materials that reflect the wide spectra of reading comprehension and maturity levels of children served

YOUNG ADULT- The following criteria, when applicable, should be considered when selecting materials for the young adult’s collection:

1. Appropriate materials to meet the needs and interests of young adults in the twelve to eighteen age group (middle school through high school); grades six through twelve
2. Materials for recreational, popular and topical reading that may be related to the needs of students, but does not include school textbooks.
3. Recognition of special characteristics of this age group and the need to identify with others, peer pressure in the area of behavior and conduct, and a search for self-identity, self-worth, and independence from family
4. Materials that reflect the wide spectra of comprehension, maturity, and library skills
5. A wide range of subjects, some of which may be controversial

NON PRINT MATERIALS (DVD’S, AUDIOBOOKS) Criteria parallels those listed for General Selection Criteria but should also consider:

1. Artistic merit and reputation of artist
2. Quality of interpretation and technique of the artist
3. Ability to be understood and articulated in an interesting manner, if spoken word
4. Presentation of quality images, color reproductions, compositions, if visual media

III General Limitations, Priorities & Acquisitions

 Materials Not Purchased

The following materials will not be purchased: slides, 16mm films, textbooks, workbooks, books that are abridged, outlines or synopses, e-books

* 1. Replacements and Duplicates

A replacement is an item purchased to replace an identical title previously in the collection. The need for replacement in each case is judged by these factors:

 1. Number of copies available. If a copy is lost or missing, the library may not replace it if it owns another copy.

 2. The coverage the library has on the subject. If the library has a large collection of materials in a particular subject area, there may be no reason to replace a particular title.

 3. The amount of similar material available. If lots of books are continually published on a subject, the library may replace a missing title with something more current.

 4. The demand for subject material in that subject area. It may be that the subject is so popular that the library may replace it at once.

 5. The availability of a particular title. If a title is out-of-print and/or expensive to replace, the library may not replace it.

 B. Recommendations from the Public

The Oskaloosa Library welcomes suggestions from the public concerning possible purchases of library materials. The director will have the patron fill out a form giving as much information concerning the materials as is known. This information will be on file for purchase consideration as funds are available. These suggestions will be considered by the same criteria used for the purchase of other library materials.

IV Gifts and Tax Exemptions

Gifts or donations of books or other materials are accepted with the understanding that they may be used or disposed of as the library determines is appropriate. Determining “appropriate” means using the same criteria set forth in this policy for the purchase of library materials. Gifts that are not added to the collection will be given to the friends of the library(FOOLs) for resale.

Under existing law, gifts to libraries may be deductible; the deductibility is governed by the provisions of the internal code of 1986 as amended. If a potential donor of books or other non-cash items asks the library for an appraisal, IRS regulations and the Tax Reform Act of 1984 (Section 155a) clearly states that the appraiser must not be the library that receives the items. Donors are required to obtain a formal appraisal if the value of donated property is valued at $5000 or more. If a library sells or disposes of a gift of property or materials valued at $500 or more, the library must file form 8282 with the IRS within 90 days of the sale of disposal.

Gifts of items other then materials or money, not covered by written policies shall be considered by the librarian and the library board.

The Library reserves the privilege of using cash donations in a manner that will best serve the operation of the Library and it’s service to the patrons. If cash donations are made with requests for specific materials to be purchased, the *Materials Selection and Collection Development Policy* shall apply.

Gifts made to the Library become the sole property of the Library and remain so until they are either added to the collection or until a decision is made by the Library administration as to the appropriate disposition of such items.

V. Interlibrary Loan and Cooperation

The Oskaloosa Library is part of a shared automation system(KOHA) with other libraries in Northeast Kansas. Through a statewide courier service the Library shares all of the books “in-house” with the participating libraries.

The Oskaloosa Library will cooperate with the Kansas State Library to provide interlibrary loan as an essential service to users for books not found in the KOHA system.

It is more economical to borrow an infrequently used book than it is to buy it. Interlibrary loan, while not designed to substitute for providing books and other materials in constant demand, is used by the Oskaloosa Library to provide essential materials for unusual situations and to make available those materials which cannot be added to the collection because of space and budget. It is the policy of the Oskaloosa Library to cooperate with other libraries in the community i.e., sharing bibliographies, cooperative purchasing, bulk loans, etc.

The OPL limits free requests to 5 per month on State interlibrary loan requests. The Library requires payment for postage costs for more than 5 requests per month.

VI. Confidentiality of Library Records

 Because the library must maintain trust with members of the public,

 The Board of Trustees of the Oskaloosa Library shall make every reasonable and responsible effort to see that information about the patron remain confidential. For people to make full and effective use of library resources, they must feel unconstrained by the possibility of others being aware of the books they read, the materials they use, the questions they ask.

Therefore, the Board of Trustees of the Oskaloosa Library has adopted the following guidelines concerning the disclosure of information about library patrons:

No information regarding or including:

1. A patron’s name (or whether an individual is a registered borrower or has been a patron).
2. A patron’s address
3. A patron’s telephone number
4. The Library’s circulation records and their contents
5. The Library’s borrowers records and their contents
6. The number or character of questions asked by patrons.
7. The frequency or content of a patron’s visits to the library or any other information supplied to the library (or gathered by it) shall not be given, made available or disclosed to any individual, corporation, institution or government agency without a valid process, order, or subpoena. All library employees (and those volunteers who work in its behalf) are hereby instructed to comply with these guidelines. The Board of Trustees recognizes that it is only through continued public confidence in knowing these guidelines are being upheld that the public can maintain its confidence in the library. It is this confidence that is vital to the library’s role in the community and the community’s right to know. See appendix E for an explanation of  *Kansas Public Records Law, K.S.A. 45-215 et.* seq*., 1984*
8. Parents or guardians of children under twelve (12) years of age may, upon presentation of proper identification, obtain the current status of their child’s circulation record or withdraw their authorization for the child’s library card.

VII. Challenged Materials

1. Precepts of Freedom

The Oskaloosa Library adheres to and wholly supports the

*Library Bill of Rights* and *Freedom to Read* statements both of which are considered as part of this selection policy. See Appendices G.

The Board of Trustees has also adopted the American Library Association statements on 1)*Statement on Labeling,* 2) *Diversity in Collection Development,* 3) *Challenged Materials,* 4)*Expurgation of Library Materials* and 5) *Free Access to Libraries for Minors*. See Appendices F.

1. Process for Reconsideration of Library Materials
	1. All challenges of materials are handled by the director. An appointment may be set up for the complainant either to meet with the director in person or by telephone.
	2. If the meeting is person to person, a private area will be chosen. The director and another staff person or board member will listen calmly and courteously. The individual or group will be treated with dignity.
	3. The director will explain the general criteria of the library’s selection policy to the complainant. It should be made clear that the Library Board of Trustees subscribes to the Freedom Statements in this policy. See Appendix F.
	4. If the complainant wants to continue the procedure for reconsideration of materials after talking with the director, the complainant will be requested to complete the form “Reconsideration of Library Materials”. The complainant must be properly identified and the complaint form must be filled out in its entirety.

See Appendix H.

5. The process for reconsideration will be explained to the

complainant and he/she will be informed that, after a recommendation is made by the committee for reconsideration, notification of that decision will be given to the complainant. If the complainant is not satisfied with the committee decision, he/she may appeal to the Board of Trustees within three weeks of the committee decision.

 6. If the decision is appealed to the Board, the material in

 question and all supporting information concerning the

 decision to purchase this material will be forwarded

 to the Board. The Board’s decision will be final.

VIII Maintenance of the Collection

A. Weeding Policy

The Oskaloosa Library recognizes the need to continuously evaluate it’s collection in response to the changing nature and needs of it’s community through the weeding and replacement of its titles. Weeding is a task that takes skill, care, time and knowledge of the materials to be discarded. Weeding is a necessary adjunct of selection since it systematically eliminates unnecessary items; outdated or superseded materials, titles infrequently used, no longer of interest(or in demand) unnecessary duplicates; and worn out or mutilated copies.

B. Questions to Ask When Weeding

These are questions of a general nature to ask. Every title or item requires professional judgment tempered with experience and common sense.

1. What was the last date of circulation? Interval of time between circulations?
2. Condition? Consider appearance and ability to use.
3. How old? Is the information and presentation still accurate?
4. Is it reliable? Viewpoints and information change with time.
5. Appropriate language and usage? Vocabulary and usage are a reflection of a particular time and place.
6. Duplicate? Older editions, duplicates of once popular titles should go.
7. Appropriate subject or material for this library at the time? Changes in curriculum, community, use patterns.
8. What is this doing here? Admit mistakes and get rid of the stuff!